MEMORANDUM

TO : ALL CITY PAID EMPLOYEES OF SCHOOLS DIVISION OFFICE
     - MARIKINA CITY

SUBJECT : TREE PLANTING ACTIVITY ALONG THE MARIKINA RIVER PARK

DATE : July 24, 2019

Please see attached Memorandum Circular dated July 11, 2019, signed by the City Personnel Officer, Janet S. Obispo, content of which is self-explanatory.

Immediate and wide dissemination of this memorandum is desired.

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
11 July 2019

MEMORANDUM CIRCULAR
No. 19-008

FOR: All City Officials and Employees

SUBJECT: TREE PLANTING ACTIVITY ALONG THE MARIKINA RIVER PARK

Trees are commonly planted in homes and within the community as an ornament and for environmental protection. The trees also serve other purposes such as to provide shades, fruits, medicines, wood for crafts, fuel, and many others. Trees are also planted to act as windbreakers, stabilizer of soils and for other aesthetic reasons; creating landscapes and for beautification purposes. And for these reasons, it is incumbent upon us to help conserve and protect the environment thru a tree planting activity.

The objectives of this activity are as follows;

1. To develop and enhance awareness in environmental conservation;
2. To increase awareness on the protection and conservation of trees for the present and future generations; and
3. To enhance existing greened areas and maintain its present condition.

In view of the above, the tree planting activity shall be held every 3rd week of January of every year and all city employees shall be required to plant trees/fruit bearing trees (i.e. mango, santol, avocado, guava) at the Marikina River Park until such time that all open spaces along the river park are planted with trees.
The Marikina River Park Authority shall include in their annual budget an appropriation equal to the amount to cover the purchase of seedlings and other planting materials and may opt to solicit trees from the Department of Agriculture and Natural Resources (DENR) and other support agencies or non-government organizations (NGOs) that provide trees/fruit bearing trees for planting.

The Marikina River Park Authority shall also designate specific areas for planting to each department/office and the City Personnel Office shall determine and set the schedule for tree planting through a memorandum duly approved by the City Mayor.

All heads of departments/offices shall be responsible for the participation of all employees under their jurisdiction and for the effective implementation of the program.

JANET S. OBISPO  
City Personnel Officer

Noted:  
ADRIAN S. SALVADOR  
Acting City Administrator